



**DATE:** October 24, 2017

**CATEGORY:** New Business

**DEPT.:** City Council

**TITLE:** **Adjust Compensation for City Attorney, City Clerk, and City Manager**

### **RECOMMENDATION**

Adopt a Resolution Approving Annual Compensation Increases for the City Attorney, City Clerk, and City Manager, to be read in title only, further reading waived (Attachment 1 to the Council report).

### **BACKGROUND**

The City Council selects, appoints, and is responsible for evaluating the performance of three City officials: City Attorney, City Clerk, and City Manager. These Council appointees receive annual performance evaluations in accordance with the Standard Performance Evaluation Process as outlined in City Council Policy D-9. As is the case with other City employees, Council appointees may receive compensation adjustments in the form of merit increases, equity adjustments, and cost-of-living adjustments (COLAs).

### **ANALYSIS**

The 2017 Council appointee performance evaluation process included review of each appointee's Fiscal Year (FY) 2016-17 accomplishments, historical salary adjustments for the Council appointees and other unrepresented employees, and a comparison survey of City Attorney, City Clerk, and City Manager compensation in other cities. Through this process, and after conducting performance evaluation sessions with each appointee, the Council expressed favorable overall ratings for the appointees' performance and determined that salary adjustments for all three positions were warranted. Based on dialog with each of the appointees, the appointees declined merit increases and the City Council recommends that the COLAs and other benefits provided to unrepresented miscellaneous department heads be granted to the appointees. These compensation adjustments will be retroactive to June 18, 2017, when these terms went into effect for the other unrepresented employees. Retroactive

compensation is necessary each fiscal year since the annual schedule for the Council Appointee evaluation process routinely takes place after the close of the fiscal year.

City Attorney: 4.0 percent cost-of-living increase for FY 2017-18  
A one-time contribution of 21 hours of leave time for FY 2017-18

City Clerk: 4.0 percent cost-of-living increase for FY 2017-18  
A one-time contribution of 21 hours of leave time for FY 2017-18

City Manager: 4.0 percent cost-of-living increase for FY 2017-18  
A one-time contribution of 21 hours of leave time for FY 2017-18

The one-time contribution of 21 hours of leave time must be used by Pay Period 2 of 2018 or any balance will be cashed out with Pay Period 2 payroll.

### **FISCAL IMPACT**

No additional appropriations are needed. There is sufficient funding for these salary increases available in the Fiscal Year 2017-18 Operating Budget.

### **ALTERNATIVES**

Provide alternative direction to staff regarding compensation for Council appointees.

**PUBLIC NOTICING** – Agenda posting.

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032-10-24-17CR-E

Attachment: 1. Resolution